

LIBRARIAN III

PURPOSE: Perform assigned management, supervisory, budgetary and program development responsibilities within the library department's objectives; and provide library services and programs to the public.

FUNCTIONAL AREAS: Under general direction:

1. Manage and assigned service, function or program within the library.
 - * A. Assign and schedule the professional and para-professional work activities of the staff and resolve related problems.
 - * B. Train personnel and assist in conducting employee development reviews.
 - * C. Participate as a member of interview teams for full-time positions as assigned.
 - * D. Participate in Library Management Team meetings.
 - * E. Participate in the preparation of the budget and manage assigned budget areas.
 - * F. Participate in long range library planning and marketing/promotion efforts for assigned area and for overall library services.
 - * G. Order materials and equipment and ensure that new materials are properly processed.
2. Provide direct service to the public.
 - * A. Research and respond to questions from the public.
 - * B. Participate in the staffing of public service desks.
 - * C. Maintain records necessary for statistical analysis.
 - * D. Maintain awareness of professional library developments.
 - * E. Perform related tasks as assigned.
 - * F. Represent the Division and interpret its activities to the community.
 - * G. Develop and promote library programs or projects.
3. Manage the Division's collections, as assigned.
 - * A. Recommend changes to new collections and formats and the closure of obsolete collections.
 - * B. Monitor orders and expenditures of selection teams.

JOB REQUIREMENTS

EDUCATION AND EXPERIENCE:

- * Master's degree in Library Science from an American Library Association accredited school plus three (3) years of professional library experience; or an acceptable combination of education and experience, such as a Bachelor Degree in Library Science plus some graduate level public library science education and professional library experience equalling five (5) years, or a Master's Degree in Educational Media plus four (4) years of professional public library experience. (All experience must demonstrate possession of the knowledge, skills, and abilities which are

starred (*) below.)

KNOWLEDGE:

- * A. Knowledge of the principles and practices of library science, including MARC cataloging and classification; reference; material selection; circulation methods; public library operation; library automation and technology; censorship; copyright laws, and public library management.
- * B. Knowledge of accepted public administration, personnel, supervisory, and fiscal management principles and practices.
- * C. Knowledge of effective team management principles.

SKILLS:

- * A. Skill in developing and utilizing cost effective methods of managing and promoting library programs and services.
- * B. Skill in interpreting and analyzing data and statistics, and in maintaining required records, files, and statistics.

ABILITIES:

- * A. Ability to assign, supervise, and evaluate the training and work of subordinates.
 - * B. Ability to develop, organize, and present ideas and recommendations clearly and concisely in written and oral forms.
 - * C. Ability to evaluate and analyze operations and procedures.
 - * D. Ability to establish and maintain positive, effective working relationships with library personnel and with the public, including people of all ages, with disabilities, and from a variety of social, economic, and ethnic backgrounds.
 - * E. Ability to work as a member of a team.
 - * F. Ability to work evenings and weekends as scheduled.
 - * G. Ability to handle information requests quickly, efficiently, and effectively.
 - * H. Ability to enter and/or retrieve information from various sources, such as computerized databases, printed volumes, microfilm, microfiche, CD-Rom, etc.
 - I. Ability to retrieve and replace materials on shelves at various heights.
 - J. Ability to propel a loaded shelving cart weighing up to 335 pounds for distances of up to 200 ft. on a carpeted floor.
 - K. Ability to transport materials weighing up to 25 pounds, and occasionally weighing up to 50 pounds, from one part of the library to another.
 - * L. Ability to work in a stationary position for long periods. Ability to transport oneself throughout the library and to branch libraries.
- * Essential functions, or job requirements necessary on the first day of employment.